

Professional / American Attire Benefit

Employee Name:		Company:	Company:	
Date	Store	Item Description	Amount	

Total amount requested for reimbursement: (Minus any shipping charges)

Please Note: shipping and handling charges are not eligible for reimbursement.

Employee's Signature:	Date:
HR Designate's Signature:	Date:

This benefit may be requested for professional attire as listed in our Business Attire procedure or American apparel available on the American intranet. Please attach all receipts and circle the items you are requesting payment for.

Professional / American Attire Benefit

The Company will pay 100% of the cost of suits, sport coats, coordinating slacks, and skirts as defined in our Business Attire procedure or 100% of the cost of American apparel shown on our American intranet up to a maximum of \$200 per year for full-time employees and \$130 per year for part-time employees. This benefit will be available after the first 30 days of employment for eligible employees. The benefit is <u>not</u> available for dresses, sweaters, shirts, ties, blouses, shoes or accessory pieces under professional wear or aprons, hats, caps, visors, etc. under the American intranet. Request for payment is to be made by completing a Professional / American Attire Benefit form and submitting the form along with your receipts to **Human Resources** for approval. Reimbursement for sales tax may be included; reimbursement for any shipping or handling costs may not be included. Requests must be submitted during the calendar year in which the expense is incurred. This is a taxable benefit.